



ALCOHOLIC BEVERAGE CONTROL, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | ALCOHOLIC BEVERAGE CONTROL, DEPARTMENT OF | RELEASE DATE: | Monday, May 21, 2007 |
| POSITION TITLE: | Assistant Director, Administration | FINAL FILING DATE: | Tuesday, June 5, 2007 |
| CEA LEVEL: | CEA 2 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 5,970.00 - \$10,174.00 / Month | BULLETIN ID: | 05152007_3 |

POSITION DESCRIPTION

Under the administrative direction of the Director/Chief Deputy Director, the Assistant Director, Administration plans, organizes and directs all departmental administrative and support functions. As a member of the Executive staff, participates in the identification of sensitive issues, the formulation of policies and the development of strategies to best meet departmental objectives in meeting the Department's mission; advises and makes recommendations on proposals which involve all areas of Department responsibilities; signs delegated documents on behalf of the Director; meets and negotiates on behalf of the Department with legislative committees, Business Transportation, and Housing Agency, Legislative Analyst's Office, Bureau of State Audits, Department of Finance, Attorney General's Office and Department of Personnel Administration in establishing Department policy in the related areas of responsibility; plans, conceptualizes, implements, manages and evaluates a broad spectrum of administrative functions in support of the achievement of the objectives of the Department; these services include, but are not limited to human resources management, labor relations, equal employment opportunity, budget, fiscal management, business services, contracts, information technology, performance improvement, training, grant administration, management analysis, management of headquarter units, and public information.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and

methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Management team experience demonstrating leadership and creativity in directing complex, varied program(s). Ability to implement and make continuous improvements to systems and processes. Demonstrated knowledge of the organization of the Department of Alcoholic Beverage Control and its programs and policies, laws governing and administered by the Department of Alcoholic Beverage Control and judicial interpretations of such law. Experience with law enforcement personnel is highly desirable. Ability to practice law in the State of California may be beneficial due to the oversight of the Department's administrative hearing office and legal units.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Director, Administration**, with the **ALCOHOLIC BEVERAGE CONTROL, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The applications and Statement of Qualifications will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

ALCOHOLIC BEVERAGE CONTROL, DEPARTMENT OF, Human Resources
3927 Lennane Drive, Suite 100, Sacramento, CA 95834
Loreli Scozzari | (916) 419-2562 | loreli.scozzari@abc.ca.gov

ADDITIONAL INFORMATION

You may deliver your application and statement of qualifications to Department of Alcoholic Beverage Control - 3927 Lennane Drive, 2nd Floor, Human Resources Office.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The ALCOHOLIC BEVERAGE CONTROL, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>